

JOINT LOCAL RULES
FOR THE
KNOX COUNTY COURTS

TABLE OF CONTENTS

*** * * Trial Rules * * ***

LR42-TR79-1.0 – Special Judges (Civil Matters)	1
---	----------

*** * * Criminal Rules * * ***

LR42-CR2.2-2.0 – Assignment of Criminal Cases; Special Judges (Criminal Matters)	3
LR42-CR00-2.1 – Probable Cause Determination and Release Following Warrantless Arrest	6
LR42-CR00-2.2 – Criminal Bond Schedule	7
LR42-CR00-2.3 – Bail and Pretrial Services	8
LR42-CR00-2.4 – Credit Bonding	12
LR42-CR00-2.5 – Secure Detention (Work Release)	13

*** * * Administrative Rules * * ***

LR42-AR15-3.0 – Court Reporter Services	15
LR42-AR00-3.1 – Prohibiting Weapons	19
LR42-AR00-3.2 – Protective Orders	20
LR42-AR00-3.3 – Alcohol and Drug Referral Fees	22
LR42-AR00-3.4 – Caseload Allocation Plan	23
LR42-AR00-3.5 – Jury System Plan for the Selection of Jurors in Knox County, Indiana	24

*** * * Family Law Rules * * ***

LR42-FL00-4.0 – Pro Se Dissolutions	27
LR42-FL00-4.1 – Indiana Child Support Guidelines (Worksheet Required)	28
LR42-FL00-4.2 – Child Support – TANF Benefits	29

LR42-TR79-1.0
SPECIAL JUDGES (Civil Matters)

A. KNOX CIRCUIT COURT: This provision is adopted by the Court due to the large number of recusals that will be necessitated by the filing of an appearance by John R. Gregg, attorney at law, the former spouse of the regular Judge of this Court.

1. In all cases under ES and EU cause numbers, the Honorable Dean Sobecki of the Daviess Superior Court shall automatically qualify and serve as Special Judge therein.
2. In the event the Special Judge serving under paragraph 1 above disqualifies for any reason, the successor Judge shall be chosen pursuant to the provisions of paragraph B & C below as in all other cases.

B. SELECTION OF SPECIAL JUDGE BY AGREEMENT OF THE PARTIES:

Pursuant to the provision of Indiana Trial Rule 79(D), the parties may agree on an eligible Special Judge within seven (7) days of the Order granting a change of Judge, and file a written agreement indicating their selection with the appropriate Court.

C. SELECTION OF SPECIAL JUDGE BY CLERK: Pursuant to the provisions of Indiana Trial Rule 79(H), in the event an agreement pursuant to paragraph C above is not filed with the appropriate Court within seven (7) days, then a Judge from one of the following lists, who have agreed to serve as Special Judge, shall be appointed:

Knox Circuit Court:

Judge of the Knox Superior Court 1
Judge of the Knox Superior Court II
Judge of the Daviess Circuit Court
Judge of the Daviess Superior Court
Judge of the Pike Circuit Court
Judge of the Martin Circuit Court

Knox Superior Court 1:

Judge of the Knox Circuit Court
Judge of the Knox Superior Court II
Judge of the Daviess Circuit Court
Judge of the Daviess Superior Court
Judge of the Pike Circuit Court
Judge of the Martin Circuit Court

Knox Superior Court II:

Judge of the Knox Circuit Court
Judge of the Knox Superior Court 1
Judge of the Daviess Circuit Court
Judge of the Daviess Superior Court
Judge of the Pike Circuit Court
Judge of the Martin Circuit Court

The Clerk shall select a Judge to be assigned by drawing a name from the above-listed Judges, according to the appropriate list, and from time to time thereafter from the remaining Judges until all listed Judges have been assigned an equal number of cases.

- E. CHANGE OF JUDGE:** In all cases, the appointment and qualification of a Special Judge as specified in this rule shall not affect the rights of the parties under Indiana Trial Rule 79 to petition for change of Judge.

LR42-CR2.2-2.0

ASSIGNMENT OF CRIMINAL CASES; SPECIAL JUDGES (Criminal Matters)

This rule is adopted pursuant to Indiana Criminal Rules 2.2, 12 and 13 for the assignment of cases and selection of a Special Judge in criminal matters.

A. MURDER CASES:

Murder cases shall be assigned to the Knox Circuit Court and the Knox Superior Court 1 on an equal basis.

B. CLASS A, B, AND C FELONY CASES:

All class A, B, and C felonies shall be assigned to the Knox Circuit Court and Knox Superior Court 1 on an equal basis. In the event a case charges both a Class A, B, and C felony and also a Class D felony or misdemeanor offense, the case shall be considered a Class A, B, or C felony for assignment to Knox Circuit Court or Knox Superior Court 1.

C. NEGLECT AND NON-SUPPORT CASES:

Cases involving neglect of a dependent or child selling filed under I.C. 35-46-4 shall be filed in the Knox Superior Court 1. Felony non-support cases filed under I.C. 35-46-1-5 or I.C. 35-46-1-6 shall be assigned to the Court that issued the original support Order.

D. JUVENILE OFFENDERS WAIVED TO ADULT STATUS:

The Knox Superior Court 1 shall be assigned the cases of juvenile offenders waived to adult status following a waiver of juvenile jurisdiction pursuant to I.C. 31-30-3.

E. METHAMPHETAMINE POSSESSION AND PRECURSORS CASES:

All methamphetamine possession cases filed under I.C. 35-48-4-7 and all methamphetamine precursors cases filed under I.C. 35-48-4-14.5 shall be assigned to the Knox Circuit Court and the Knox Superior Court 1 on an equal basis.

F. INVASION OF PRIVACY:

A misdemeanor charge of invasion of privacy pursuant to I.C. 35-46-1-15.1 shall be assigned to the Court that issued the original protective order, workplace violence restraining order or no contact order.

G. CLASS D FELONY, MISDEMEANOR AND INFRACTION CASES:

Other than those cases assigned to the Knox Circuit Court or the Knox Superior Court 1 pursuant to the provisions of paragraphs C, D, E, and F above, all D felony cases, all misdemeanor cases and all infraction cases shall be assigned to the Knox Superior Court II.

H. SUBSEQUENT FELONY CHARGES:

In the interests of judicial economy, if a person has a felony charge pending in the Knox Circuit Court or the Knox Superior Court 1, all subsequent felony charges filed against that same person shall be filed in the Court where the original felony charge is pending. This provision shall take precedence over the other provisions of this rule set forth above.

I. SEPARATE FELONY CHARGES IN DIFFERENT COURTS:

If a person has separate felony charges pending in more than one Court in Knox County, the State, at its option, may dismiss the more recent felony charge or charges and re-file said charges in the Knox County Court having the oldest pending felony charge against the person. In the event the State dismisses and re-files charges against a person, the State shall provide a copy of the Chronological Case Summary (CCS) to the Court where the charges are to be re-filed so that said Court will be advised of any potential tacking problem.

J. ASSIGNMENT OF SPECIAL JUDGES:

In the event of the recusal of a Judge, a change of Judge, or when it becomes necessary to assign another Judge in any criminal case, the case shall be assigned to one of the following Judges who have agreed to serve as a Special Judge in that Court:

Knox Circuit Court:	Judge of the Knox Superior Court 1 Judge of the Knox Superior Court II Judge of the Daviess Circuit Court Judge of the Daviess Superior Court Judge of the Pike Circuit Court
Knox Superior Court 1:	Judge of the Knox Circuit Court Judge of the Knox Superior Court II Judge of the Daviess Circuit Court Judge of the Daviess Superior Court Judge of the Pike Circuit Court
Knox Superior Court II:	Judge of the Knox Circuit Court Judge of the Knox Superior Court 1 Judge of the Daviess Circuit Court Judge of the Daviess Superior Court Judge of the Pike Circuit Court Judge of the Greene Superior Court

The Clerk is to select a Judge to be assigned by drawing a name from the above-listed Judges, for the appropriate Court, and from time to time thereafter from the remaining Judges until all the listed Judges have been assigned an equal number of cases.

LR42-CR00-2.1

**PROBABLE CAUSE DETERMINATION AND RELEASE
FOLLOWING WARRANTLESS ARREST**

No person shall be detained in the Knox County Jail following a warrantless arrest for more than forty-eight (48) hours without a determination of probable cause and the establishment of a bond by a Knox County Judge or Judge Pro Tempore. If no such determinations have been made within the time period established above, the Sheriff of Knox County shall release the detained person on his/her own recognizance. Provided, however, no person preliminarily charged with Murder shall be released by the Sheriff under the provisions of this paragraph without the approval of a Knox County Judge or Judge Pro Tempore.

Prior to release of the detained person, said person shall execute and deliver to the Sheriff a form providing the following information:

1. The person's full name.
2. Age.
3. Date of birth.
4. Social Security Number.
5. Correct mailing address.
6. Correct residential address.

The Knox County Sheriff shall provide the above information to the Knox County Prosecutor, the Knox County Courts, and the Knox County Criminal Justice Coordinator. Further, if requested by the Courts, the Knox County Sheriff shall provide, at the time of the detained person's release, information to the detained person concerning the date and time of said person's appearance at Court.

LR42-CR00-2.2

CRIMINAL BOND SCHEDULE

Hereafter, until further Order of Knox County Courts, the amounts to which persons charged by indictment or information in the Knox Circuit Court, the Knox Superior Court 1 or the Knox Superior Court II with a crime shall be held to bail shall be as follows:

Class A Felony	\$50,000	All Driving While Intoxicated	\$5,000
Class B Felony	\$25,000	(unless charged as a D Felony)	
Class C Felony	\$10,000		
Class D Felony	\$ 6,500	All Other:	
		Class A Misdemeanor	\$4,000
Habitual Offender	\$50,000	Class B Misdemeanor	\$3,000
Extradition	\$25,000	Class C Misdemeanor	\$2,000

Provided, however, that:

- (a) Those persons charged with Murder shall be held without bail;
and
- (b) Those persons charged with Battery related to domestic or family violence or with Invasion of Privacy shall be held without bail for 48 hours.

The foregoing schedule shall apply to all persons charged with crimes in these Courts unless otherwise endorsed upon the warrant following a probable cause determination or otherwise Ordered by the Court. Persons charged with multiple crimes on the same indictment or information shall be held to bail only on the crime requiring the highest amount of bail.

LR42-CR00-2.3

BAIL AND PRETRIAL SERVICES

There is hereby created a separate Bail and Pretrial Services Agency for each Knox County Court, of which the Judge of each Court is the Director, the rules of which are as follows:

- I.** Release Pending Trial
 - A.** At an initial hearing, any person charged with a bailable offense shall be Ordered released pending trial on the person's personal recognizance unless the Judge determines that such a release will not reasonably assure the appearance of the person as required. When such a determination is made, the Judge, either in lieu of or in addition to the above method of release, shall impose any or all of the following conditions of release which will reasonably assure the appearance of the person for trial:
 - 1.** Place the person in the custody of a designated person or organization agreeing to supervise him or her.
 - 2.** Place restrictions on the travel, association, or place of abode of the person during the period of release.
 - 3.** Require the execution of a bail bond in a specified amount.
 - 4.** Impose any other condition, including a condition requiring that the person return to custody after specified hours of release for employment or other limited purposes.
 - B.** In determining which condition of release, if any, will reasonably assure the appearance of a person as required, the Judge shall consider all facts relevant to the risk of non-appearance, including those factors set out in Indiana Code 35-33-8-4.

- II. Bail Bond: Ten Percent (10%) Cash Deposit Security**
- A.** Unless otherwise Ordered by the Court, any person for whom a bail bond has been set may satisfy the bond by executing the bail bond and depositing with the Clerk of the Court before which the proceeding is pending a sum of money equal to ten percent (10%) of the bail.
 - B.** Upon execution of the bail bond and deposit of the required sum of money, the Defendant shall be released from custody subject to the conditions of the bail bond. The Court may designate the Court bail agency to supervise the Defendant. Where the Defendant has failed to comply with the conditions of release or with the rules and regulations of the Court bail agency, the Defendant's release may be revoked and the Defendant may be brought before the Court which shall determine if additional bail shall be set.
 - C.** When the conditions of the bail bond have been performed and the Defendant has been discharged from all obligations in the cause, the Clerk of the Court shall return to the Defendant, unless the Court Orders otherwise, ninety percent (90%) of the sum which has been deposited, and shall retain as bail bond costs ten percent (10%) of the amount deposited or fifty dollars (\$50.00), whichever is the lesser amount, pursuant to I.C. 35-33-8-3.2. However, in no event shall the amount retained by the Clerk as bail bond costs be less than ten dollars (\$10.00).
 - D.** After a judgment of a fine, Court costs, or other Court Ordered fees is entered in the prosecution of a cause in which a deposit has been made in accordance with Subsection A, the balance of the deposit, after deduction of the administrative fee, may be applied to the payment of the judgment.
 - E.** If expenses for attorney fees and other defense costs have been incurred by Knox County, Indiana, in this cause, the balance of the deposit after deduction of the administrative fee, fine, Court

costs, or other Court Ordered fees, may, upon Order of the Court, be applied by the Court Clerk to the payment of such expenses.

- F.** At the request of the Defendant, the Court may Order whatever amount is repayable to Defendant from the bail deposit to be paid to the Defendant's attorney of record.
- G.** If the person does not comply with the conditions of the bail bond, the Court having jurisdiction shall enter an Order declaring the bail to be forfeited. Notice of the Order of Forfeiture shall be mailed to the Defendant at the Defendant's last known address. If the Defendant does not appear and surrender to the Court having jurisdiction within thirty (30) days from the date of the forfeiture or within that period satisfy the Court that appearance and surrender by the Defendant is impossible and without fault, the Court shall enter a judgment against the Defendant for the amount of the bail. The deposit made in accordance with Subsection A shall be applied to the payment of the judgment. The balance of the judgment may be enforced and collected in the same manner as a judgment entered in a civil action.
- H.** The administrative fee so collected by the Clerk shall be separately receipted and separately reported to the County Auditor each month on State Board of Accounts, County Form No. 124 and the Clerk shall remit such funds monthly to the County Treasurer. The County Treasurer shall deposit the funds in a separate fund for each Court. The fund for the Knox Circuit Court shall be called the "Knox Circuit Court Bail Agency and Pretrial Services Fund", the fund for the Knox Superior Court 1 shall be called the "Knox Superior Court 1 Bail Agency and Pretrial Services Fund", and the fund for the Knox Superior Court II shall be called the "Knox Superior Court II Bail Agency and Pretrial Services Fund". The fund may be expended, without appropriation, subject to the approval of the Court having

jurisdiction over that fund. Any amounts remaining at the end of any fiscal year shall not revert to the General Fund, but shall continue in the particular Knox County Court Bail Agency and Pretrial Services Fund. In the event the fund is closed by operation of law or by Order of Court, all remaining funds shall then and in that event revert to the County General Fund.

THE COURTS NOW REVOKE ALL PRIOR ORDERS PERTAINING TO BAIL AND PRETRIAL SERVICES.

LR42-CR00-2.4
CREDIT BONDING

By Joint Order comes now the Judges of the Knox Circuit Court, Superior Court 1 and Superior Court II and hereby Order the Sheriff of Knox County to place on notice all Law Enforcement Officers, Jailers and Bail Bond Agents that pursuant to Indiana statute I.C. 27-10-4-5 “**credit bonding**” cannot be allowed or accepted as a method of payment to a bail agent for his bonding services. The bail agent must collect a full premium for the bail being purchased at the rate approved by the Commissioner. Partial payments to the bail bond agent for his services either by cash or check or post dated checks which have been made out for the full premium are not acceptable methods of payment of bond and violate the intentions of the statute. The Sheriff of Knox County is hereby directed to post this Order in a conspicuous place whereby all parties concerned with the procedure in the issuance of bail bond may find this notice.

LR42-CR00-2.5

SECURE DETENTION (WORK RELEASE)

The Knox County Courts, having been advised of certain concerns regarding the safety and security of residents and personnel of the male and female Work Release facilities operated by the Wabash Valley Regional Community Corrections Program, and the Courts, having carefully considered these matters, **ORDER,**

ADJUDGE AND DECREE:

- A. In the event the Director of the Wabash Valley Regional Community Corrections Program (or the Assistant Director acting in the Director's absence) determines that a male or female resident of the Wabash Valley Community Corrections Residential Work Release Program:
1. Has committed a criminal act under Federal law or the laws of the State of Indiana while a resident of the Wabash Valley Regional Community Corrections Work Release Program; or
 2. Has acted in a manner that constitutes an immediate threat to the security of the Wabash Valley Regional Community Corrections Work Release facility or the safety of Wabash Valley Regional Community Corrections personnel and/or other Work Release residents; and
 3. The resident in question:
 - a. Is serving a sentence imposed by the Knox County Courts following a judgment of conviction; or
 - b. Is residing in the Work Release facility as a condition of probation imposed by said Court; or
 - c. Is residing in the Work Release facility as a result of a finding of contempt by said Court;

The Director of the Wabash Valley Regional Community Corrections Program (or the Assistant Director acting in the Director's absence) is empowered and authorized to place the

Resident in secure detention at the Knox County Law Enforcement Center.

- (1) Until such time as the resident in question can be safely readmitted to the Work Release facility; or
- (2) For a period of up to five (5) working days pending a hearing conducted by the Conduct Adjustment Board of the Wabash Valley Regional Community Corrections Program, whichever occurs earlier.

- B. The Sheriff of Knox County is Ordered and authorized to detain and hold in secure detention at the Knox County Law Enforcement Center a resident of the Wabash Valley Regional Community Corrections Work Release Program pursuant to the above-stated provisions of this Rule.
- C. The Director of the Wabash Valley Regional Community Corrections Program is Ordered to immediately notify the sentencing Court and the resident's Probation Officer of the facts and circumstances that necessitated detention of the resident at the Knox County Law Enforcement Center.

LR42-AR15-3.0
COURT REPORTER SERVICES

This rule is adopted pursuant to the inherent powers of these Courts and in order to comply with the provisions of Administrative Rule 15 enacted by the Indiana Supreme Court on November 25, 1997. This Rule governs Court reporter services.

SECTION ONE - DEFINITIONS: The following definitions shall apply under this local rule:

1. *A Court Reporter* is a person who is specifically designated by a Court to perform the office Court reporting services for the Court including preparing a transcript of the record.
2. *Equipment* means all physical items owned by the Court or other governmental entity and used by a Court reporter in performing Court reporting services. Equipment shall include, but not be limited to, telephones, computer hardware, software programs, disks, tapes, and any other device used for recording and storing, and transcribing electronic data.
3. *Work space* means that portion of the Court's facilities dedicated to each Court reporter, including but not limited to, actual space in the Courtroom and any designated office space.
4. *Page* means the page unit of transcript which results when a recording is transcribed in the form required by Indiana Rule of Appellate Procedure 7.2.
5. *Recording* means the electronic, mechanical, stenographic or other recording made as required by Indiana Rule of Trial Procedure 74.
6. *Regular hours worked* means those hours which the Court is regularly scheduled to work during any given work week. Depending on the particular Court, these hours may vary from Court to Court within the County but remain the same for each work week.
7. *Gap hours worked* means those hours worked that are in excess of the regular hours worked but hours not in excess of forty (40) hours per work week.

8. *Overtime hours worked* means those hours worked in excess of forty (40) hours per work week.
9. *Work week* means a seven (7) consecutive day week that consistently begins and ends on the same days throughout the year, i.e. Sunday through Saturday, Wednesday through Tuesday, Friday through Thursday.
10. *Court* means the particular Court for which the Court reporter performs services. Court may also mean all of the Courts in Knox County.
11. *County indigent transcript* means a transcript that is paid for from County funds and is for the use on behalf of a litigant who has been declared indigent by a Court.
12. *State indigent transcript* means a transcript that is paid for from State funds and is for the use on behalf of a litigant who has been declared indigent by a Court.
13. *Private transcript* means a transcript including, but not limited to, a deposition transcript, that is paid for by a private party.
14. *A complete transcript* means a transcript that includes typewritten copy of testimony and proceedings, volume header pages, hearing header pages, exhibit identification and attachment pages, witness and exhibit table of contents (including courtesy copies), affirmation page, reporter's certificate, diskette(s), and any other page necessary for completion of the transcript.

SECTION TWO – SALARIES AND PAGE FEES:

1. Court Reporters shall be paid an annual salary for time spent working under the control, direction and direct supervision of their supervising Court during any regular work hours, gap hours or overtime hours. The supervising Court shall enter into a written agreement with the Court Reporters which outlines the manner in which the Court reporter is to be compensated for gap and overtime hours, i.e. monetary compensation or compensatory time off regular work hours.
2. The maximum per page fee a Court reporter may charge for the preparation of a complete County indigent transcript shall be \$4.00 per

page (\$3.75 per page should the Court reporter make use of the Court's equipment, work space and supplies). A fee of \$5.00 per page shall be charged for expedited transcripts to be completed within seven (7) working days of the request. A minimum fee of \$35.00 shall be charged for County indigent transcripts. The Court reporter shall submit a claim directly to the County for the preparation of any County indigent transcripts.

3. The maximum per page fee a Court reporter may charge for the preparation of a State indigent transcript shall be \$4.00 per page (\$3.75 per page should the Court reporter make use of the Court's equipment, work space and supplies). A fee of \$5.00 per page shall be charged for expedited transcripts to be completed within seven (7) working days of the request. A minimum fee of \$35.00 shall be charged for State indigent transcripts.
4. The maximum per page fee a Court reporter may charge for the preparation of a complete private transcript shall be \$4.00 per page (\$3.75 per page should the Court reporter make use of the Court's equipment, work space and supplies). A fee of \$5.00 per page shall be charged for expedited transcripts to be completed within seven (7) working days of the request. A minimum fee of \$35.00 shall be charged for private transcripts.
5. The Court reporter may charge for office supplies required and utilized for binding and transmission of the transcript pursuant to Indiana Rules of Appellate Procedure 28 and 29. Said costs shall be pursuant to a Schedule of Transcript Supplies, established and published annually by the Courts of Knox County.
6. The Court reporter shall charge her current hourly rate for the time involved in the actual binding procedure of all transcripts, including but not limited to County indigent, State indigent and private.
7. Each Court reporter shall report, at least on an annual basis, all transcript fees received for the preparation of either County indigent, State indigent or private transcripts to the Indiana Supreme Court

Division of State Court Administration. The reporting shall be made on forms prescribed by the Division of State Court Administration.

SECTION THREE – PRIVATE PRACTICE:

1. If a Court reporter elects to engage in private practice through the recording of a deposition and/or preparing of a deposition transcript, and the Court reporter desires to utilize the Court's equipment, work space and supplies, and the Court agrees to the use of the Court equipment for such purpose, the Court and the Court reporter shall enter into a written agreement which must, at a minimum, designate the following:
 - (a) The reasonable market rate for the use of equipment, work space and supplies;
 - (b) The method by which records are to be kept for the use of equipment, work space and supplies; and
 - (c) The method by which the Court reporter is to reimburse the Court for the use of the equipment, work space and supplies.
2. If a Court reporter elects to engage in private practice through the recording of a deposition and/or preparing a deposition transcript, all such private practice work shall be conducted outside of regular working hours.

(Revised 10-30-03)

LR42-AR00-3.1
PROHIBITING WEAPONS

This Rule is adopted pursuant to the inherent powers of these Courts, and in the interest of public safety and security.

All persons, except those specifically set forth below, are prohibited from carrying, concealed or otherwise, any inhibiting chemical substances, explosive devices, guns, pellet guns, knives, or any deadly weapons as defined by statute in I.C. 35-41-1-8 on any property upon which is situated any building or structure owned or leased by Knox County government. All law enforcement officers and deputies, uniformed or in plain clothes, Judges and Special Judges, prosecutors, special prosecutors and deputies, and probation and parole officers are exempted from this Order.

Any person found in violation of this Order may be detained by a law enforcement officer or Court security officer, thoroughly searched, and any weapons described in this Rule found on or about such person may be confiscated and forfeited to Knox County. Any person violating this Order shall be subject to punishment for contempt of Court which may consist of a fine of up to five hundred dollars (\$500.00) and imprisonment for up to one hundred eighty (180) days. This Order is consistent with Knox County Ordinance No. 2-1995.

This Order shall be posted in plain view near the entrances to the Knox County Courthouse, Knox County Courthouse Annex and each of the Knox County Courts.

LR42-AR00-3.2
PROTECTIVE ORDERS

Pursuant to the inherent powers of these Courts, this Rule is hereby promulgated for the administration of Protective Order matters in Knox County, Indiana.

- A. SAME PARTIES/SAME COURT:** If the parties in a Protective Order (PO) petition have a prior dissolution (DR) or paternity (JP) case assigned to a particular Court in Knox County, the subsequent Protective Order matter shall be assigned to the same Court. For example, if the parties have filed a prior paternity (JP) case or Dissolution (DR) case in the Knox Superior Court 1, any subsequent Protective Order filing involving the same parties shall be assigned a Protective Order (PO) number and shall be filed in the Knox Superior Court 1. In the event the parties have filed multiple prior dissolution petitions, the Protective Order case shall be assigned to the Court of the most recent dissolution (DR) filing.
- B. NEW FILINGS IN KNOX CIRCUIT COURT:** Effective January 7, 2003, all new Protective Order filings, except those set forth in paragraph A above, shall be assigned to the Knox Circuit Court.
- C. SUBSEQUENT DISSOLUTION AND PATERNITY FILINGS:** If a Protective Order (PO) petition is filed in the Knox Circuit Court, and a subsequent dissolution (DR) or paternity (JP) action involving the same parties is filed in either the Knox Superior Court 1 or the Knox Superior Court II, the Judge of the Knox Circuit Court shall issue an Order transferring the Protective Order (PO) matter to the Court where the dissolution (DR) or paternity (JP) case is pending. The Clerk shall re-docket the Protective Order with a new Protective Order (PO) file number for the receiving Court.
- D. PROTECTION ORDERS WHEN RESPONDENT IS A JUVENILE:** If a Respondent in a Protective Order (PO) proceeding is a juvenile

(under 18 years of age), said Protective Order (PO) proceeding shall be assigned to the Knox Superior Court 1.

LR42-AR00-3.3

ALCOHOL AND DRUG REFERRAL PROGRAM FEES

Fees for the Knox County Alcohol and Drug Referral Program shall be as follows, effective January 10, 2007:

First Offenders	\$200.00
Repeat Offenders	\$300.00
In-State Transfers	\$50.00
Out-of-State Transfers	\$100.00
Monitor Only	\$100.00
Change Co Workbook Fee	\$10.00
PRI Workbook Fee	\$25.00

Fees include orientation, assessment, education, urine drug screen fees and case management/monitoring. Treatment fees are the responsibility of the client. Every effort is made to refer clients to programs with sliding scale fees and/or third party pay.

LR42-AR00-3.4

LOCAL RULE CONCERNING CASELOAD ALLOCATION PLAN

(Effective April 1, 2007)

This rule is adopted pursuant to the inherent powers of these Courts and in order to comply with the provisions of Administrative Rule 1(E) enacted by the Indiana Supreme Court on January 1, 2006. This rule governs the assignment of cases in the three Knox County Courts as follows:

1. On or before April 1 of each year, the Judges of the Knox County Courts shall meet to review the Weighted Caseload Measures statistics as calculated by the Division of State Court Administration from the preceding calendar year. The utilization percentage between the Courts shall be re-evaluated yearly to assess what actual disparities may exist. In the event the utilization percentages of the Courts are within forty percentage points (40%) of each other, it shall be presumed that no action is necessary to reduce the disparity. If the utilization percentage between the Courts differs by more than forty percentage points (40%) in a calendar year, it shall be presumed that the disparity must be reduced.
2. Should action be required to reduce a disparity in caseload, the Judges may agree to accomplish the reduction in any reasonable manner.
3. Effective April 1, 2007, the Knox Superior Court II shall no longer accept "PL" (civil plenary), "MF" (mortgage foreclosures), and "CT" (civil tort) filings. Instead, these cases shall be filed in the Knox Circuit Court or in the Knox Superior Court 1.
4. Eviction cases shall continue to be filed in the Knox Superior Court II, but, effective immediately, eviction cases shall be filed as a "CC" (civil collection) filing rather than as an "MI" (miscellaneous) filing. First Quarter 2007 eviction cases previously filed in the Knox Superior Court II under an "MI" cause number shall be re-docketed as a "CC" filing for purposes of the QCRS Reports due April 10, 2007.

LR42-AR00-3.5
JURY SYSTEM PLAN FOR THE SELECTION OF JURORS IN
KNOX COUNTY, INDIANA

It is the intent of the Knox County Courts of Record to establish a jury system that will be less of a burden on the citizenry, economically feasible and efficient and allow more citizens to participate in the justice system. The Courts endeavor to make jury duty educational and meaningful for citizens while minimizing disruptions to their lives.

If selected and sworn for a trial, the juror serves for the duration of the trial. If not selected that day, the individual is excused. In either case, the juror will not be eligible to be summoned again for a period of no less than 24 months from the date of the juror's summons.

Definitions:

Jury Administrator – Jury Administrator means the Knox County Clerk and any Deputy Clerk designated to administer the jury selection process in Knox County.

Jury Pool – Annual pool of names selected from Knox County lists approved by the Supreme Court (Supreme Court Rule No. 2).

Jury Panel – Names randomly selected from the Jury Pool as needed to establish names for jury qualification and selection.

Sub-Panel – Prospective names randomly selected from the Jury Panel who qualify to serve as jurors and are summoned to appear for a specific date.

Supervision:

All Knox County Judges will supervise the jury system processes.

Term of Service:

A person who appears for service as a petit juror serves until the conclusion of the first trial in which the juror is sworn, regardless of length of the trial or the manner in which the trial is disposed.

A person who:

- (1) serves as a juror, or
- (2) serves until jury selection is completed but is not chosen to

serve as a juror, may not be selected for another jury panel until all non-exempt persons on the Jury Panel have been called for jury duty unless said juror requests, in writing, to remain eligible.

Random Draw:

The Courts have authorized a “computerized random jury selection system” pursuant to I.C. 33-28-5-10.

Annually (and at such other times as the Judges deem necessary), the Judges will prepare a written Order to draw Circuit and Superior Courts’ grand and petit jurors for the upcoming year. The Order or Orders shall be filed with the Clerk of the Courts with a copy to the Jury Administrators.

Petit Jurors:

The Jury Administrator for each Court shall draw qualified jurors from the Jury Panel. The number of petit jurors contained in a Sub-Panel for civil and/or criminal cases shall be as directed by the Judges.

Qualifications:

In Order to be eligible for Jury service, a person shall state under oath that he or she is:

1. A citizen of the United States;
2. At least 18 years of age;
3. A resident of Knox County;
4. Able to read, speak and understand the English language;
5. Not suffering from a physical or mental disability that prevents him or her from rendering satisfactory jury service;
6. Not under guardianship appointment because of mental incapacity;
7. Not a person who has had rights to vote revoked by reason of a felony conviction and whose rights to vote have not been restored; and
8. Not a law enforcement officer, if the trial is a criminal case.

Deferral:

Deferral is a request to be relieved from any instance of jury service. Upon showing undue hardship, extreme inconvenience or public necessity, a qualified juror may request a deferral of jury service to a time not to exceed twelve (12) months from original selection.

Every summons sent to prospective jurors will include instructions to follow when requesting to be deferred. The facts support a request for deferral must be recorded under oath or affirmation pursuant to Indiana Jury Rule 8. The preferred practice is for the juror to mail a written request under oath; however, in emergency situations the Court may make a recording of oral testimony from the juror by telephonic means, if such means are available. The request for deferral must be received by the Court and acted upon prior to the commencement of voir dire in the trial from which the juror seeks deferral. The written request for deferral or oral record of evidence shall be retained for a period of two years in the manner provided by this plan under the record keeping section. Deferral requests received after the commencement of voir dire in the trial for which a juror was called shall not be approved.

Juror Safety and Privacy:

Personal information not disclosed in open Court is confidential, other than for the use of the parties and counsel during the trial.

Record Keeping:

The record of names draw, jurors qualified, and juror deferrals shall be maintained by the Jury Administrators. The method of maintain juror records will follow protocol established to comply with all applicable Indiana Code sections either in hard copy or digital format. All jury related data will be archived for a period of not less than two (2) years.

Sanctions for Non-compliance:

The Judges may as such times as they deem necessary, impose penalties pursuant to I.C. 33-28-5-17, I.C. 33-28-5-21 and I.C. 33-28-5-24 for non-compliance.

LR42-CR00-4.0

PRO SE DISSOLUTIONS

A pro se Petition for Dissolution may be filed in either the Knox Circuit Court, the Knox Superior Court 1, or the Knox Superior Court II at the discretion of the Petitioner. If a dissolution (DR) petitioner has no preference concerning the choice of Court, the case shall be assigned on a rotating basis to the Knox Circuit Court or the Knox Superior Court 1.

LR42-CR00-4.1

INDIANA CHILD SUPPORT GUIDELINES (Worksheet Required)

In all proceedings involving child support, each party shall file with any settlement, or enter into evidence during a trial, Indiana Child Support Guideline Worksheets. Such worksheets shall, when reasonably possible, be delivered to the other party prior to any final resolution. The parties are under a continuing obligation to promptly supplement the Indiana Child Support Guidelines Worksheet if any changes occur prior to final resolution. If an agreement of the parties concerning support provides any deviation from the Indiana Child Support Guideline amount, the parties shall present to the Court a written explanation or a document justifying the deviation.

LR42-CR00-4.2

CHILD SUPPORT – TANF BENEFITS

In any proceeding under I.C. 31-15-1-1 et.seq., I.C. 31-16-1-1 et. seq., I.C. 31-17-1-1 et.seq., or I.C. 31-34-4-6 in which a custodial parent is receiving TANF (Temporary Assistance for Needy Families) benefits, the Child Support Attorney in the Prosecuting Attorney's Office shall receive advance notice of any pleadings or other action taken which may have an effect upon child support.